



MPTC Instructor Training, Certification and Renewal Process

Thank you for your interest in becoming a certified instructor for the Municipal Police Training Committee (MPTC).

The Commonwealth is committed to ensuring a diverse and inclusive workplace where all employees feel respected, valued, and empowered to maximize their skills and talents to serve our citizens. For additional information, please go to the [Office of Diversity and Equal Opportunity](#) website.

This Guide provides specific requirements to receive and maintain certification as an instructor for all MPTC curricula on behalf of the MPTC.

Interested individuals need to notify their Agency Heads before pursuing Instructor training and certification.

Access to the MPTC Training Portal is necessary to enroll in instructor trainings and to apply for certification. If you do not have access to the MPTC portal, contact the Acadis team at mptc.acadis@mass.gov.

Note: Individuals must be MPTC certified instructors to teach, whether they intend to teach MPTC curricula or teach within their departments.

If an instructor teaching a course for MPTC is eligible for payment, an Active State Fiscal Contract is required to be completed.

Here is the required process to become a certified MPTC instructor.

1. The requisite of five years as an active Law Enforcement Officer in Massachusetts is required to become certified as an instructional trainer on behalf of the MPTC unless otherwise noted.
2. Academic or Tactical Instructor Development Course: The Academic and/or Tactical Instructor Development Course, a one-time requirement, is required prior to applying to the MPTC for certification in any MPTC curricula.
 - Academic Instructor Development (3-day): This is a three-day course required for all classroom-based instructor certifications with the MPTC.
 - Tactical Instructor Development (3-day): Any instructor applying to teach in the following disciplines will be required to successfully complete the Tactical Instructor Development Course:
 - Active Shooter Hostile Event Response
 - Bola Wrap
 - Critical Care/CPR/First Responder
 - Defensive Tactics
 - Electronic Control Weapons (Taser)
 - Firearms
 - MILO Simulation
 - Patrol Procedures including Active Shooter & Motor Vehicle Stops

- **Optional Training:** The MPTC also offers a specialized Instructor course (6-day). This is a valuable class that is open to any individual looking to enhance their teaching and presentation skills and develop their own lesson plans. This class also qualifies for the required Academic Instructor Development course.

Note: individuals who completed this course prior to 03/01/23 also qualify for the required Tactical Instructor Development course.

3. **Completing the Topic's Instructor Training:** The MPTC employs a cadre of knowledgeable, skilled practitioners to coordinate training and instructor standards related to training law enforcement officers in the areas of academic and tactical topics, e.g., defensive tactics, domestic violence, firearms, health and wellness, highway safety, human trafficking, legal issues, CPR/first responder, patrol procedures and active shooter, sexual assault investigations and use-of-force application and decision-making, and more. Course availability and class enrollment is listed in the Acadis Training Portal.
4. **MPTC Instructor Certification:** Upon completion of the Instructor training requirements, applicants must then apply for certification on a webform application in the Acadis Training Portal for each topic they want to teach. The application is located in the Acadis Training Portal in the Resources tab - "Find and Complete a Webform."
 - The MPTC Instructor Certification Coordinator reviews the application to assure applicant meets Instructor requirements.
 - If requirements are met, certification is issued, and the applicant is certified as an instructor.
 - If minimum requirements are not met, the applicant is given an opportunity to supplement the application with additional documentation.
 - Denied applications – a notice is sent to the applicant and Agency Head. The applicant is given an opportunity to appeal the denial to the Standards and Delivery Division Manager.

MPTC Instructor Designations

Instructor

This is the largest category of instructors and includes anyone certified to teach the MPTC academic or tactical curriculum in a specific subject matter.

Instructor Lead

This limited group of instructors serve as the primary instructor for practical skills courses. A practical skills course is defined as a class that includes training in skills not conducive to a classroom setting. These practical skills topics require multiple instructors per class. To become a Lead Instructor, the instructor must be certified and has been teaching in that discipline for at least two (2) years AND is recommended as a Lead Instructor by either an Academy Director or a Statewide Coordinator.

Instructor Trainer

This limited group of instructors is responsible for training and qualifying instructors. Instructor trainers are selected by the MPTC and Statewide Coordinators.

Renewing Instructor Certification

Active instructors will receive an automated email initiated 60 days prior to their certification expiration date. It is your responsibility to complete the applicable requirements to maintain the certification outlined for the topic and to apply for re-certification in the Acadis Training Portal.

Log in to your Acadis Training Portal to view a list of your instructor certifications and their status.

Certifications				
Name ▲	Type	Issue Date	Expiration	Status
Firearms Handgun	Instructor Certification – New Naming Conventions	12/22/22	12/22/24	<div>Renew</div> <div>⋮</div>

MPTC Instructor Training & Certification Contacts

Instructor Training:

Lynda Kearns, Statewide Programs Coordinator

MPTC Headquarters 42 Thomas Patten Dr. Randolph, MA 02368

lynda.kearns@mass.gov

(781) 437-0309

Coordinates MPTC instructor certification training on behalf of MPTC's Statewide Coordinators.

Instructor Certification:

Rose Sauvageau, MPTC Instructor Certification Coordinator

MPTC Headquarters 42 Thomas Patten Dr. Randolph, MA 02368

rose.sauvageau@mass.gov

(781) 437-0315

Reviews all instructor certification applications for compliance before issuing Instructor Certification.

Statewide Coordinators:

The MPTC's dedicated subject matter experts are focused on specific, critical, high-risk training areas. They are responsible for coordinating training, certifications, and recertifications on behalf of the MPTC. This includes curriculum and course development, and instructor certification criteria and approvals.

Active Shooter Hostile Event Response John Mazza Email: John.Mazza@mass.gov Phone: (781) 807-1221	Health & Wellness Jason Shea Email: jason.p.shea@mass.gov Phone: (508) 317-1000 Guide to Health & Wellness Instructor Certification
CPR/First Responder Chief Neal Hovey Email: neal.hovey@mass.gov Email: nhovey@topsfildpolice.com Phone: (978) 815-2153 Guide to CPR/First Responder Instructor Certification	Human Trafficking and other social service initiatives, MPTC's School Resource Officer Liaison Nicole Hamwey Email: nicole.m.hamwey@mass.gov Phone: (781) 437-0308 Guide to Human Trafficking Instructor Certification
Defensive Tactics & Use of Force Charles DiChiara Email: charles.m.dichiara@mass.gov Phone: (339) 222-8305 Guide to Defensive Tactics & Use of Force Instructor Certification	Legal Issues Denise Flagg, Esq., Legal Instructor Email: denise.s.flagg@mass.gov
Domestic Violence & Sexual Assault Maura Landry Email: maura.m.landry@mass.gov Phone: (781) 437-0313 Guide to Domestic Violence Instructor Certification Guide to Sexual Assault Instructor Certification	Patrol Procedures & Active Shooter Sergeant Timothy Watts Email: timothy.m.watts@mass.gov Lieutenant Kristopher M. Kamborian Asst. Coordinator Email: kristopher.kamborial@umb.edu Guide to Patrol Procedures & Active Shooter Instructor Certification
Emergency Vehicle Operations Course (EVOC) Philip Wilgus Email: phillip.wilgus@pol.state.ma.us	Simulations John Fraher Email: john.d.fraher@mass.gov Guide to Simulations Instructor Certification
Firearms Sergeant Jason Brennan Email: jason.brennan@mass.gov Phone: (508) 989-3578 Guide to Firearms Instructor Certification	